

COLLECTION OF TENANT ACCOUNTS RECEIVABLE POLICY

The housing developments of the Allen Park Housing Commission have been developed, constructed and are operated to provide decent, safe and sanitary housing facilities for low-income and very-low income persons at a monthly rent they can afford to pay, in accordance with applicable Federal regulations.

Tenants of the Allen Park Housing Commission developments are obligated to pay rent and other non-rent charges that become their responsibility, promptly when due. Other charges may include labor and materials for damage to units and other Commission facilities, or requests from the tenant for labor and materials, costs awarded to the Housing Commission upon entry of a Judgment through the District Court for attorney fees, other litigation fees and court costs associated with eviction proceedings.

It is very important to understand that the Allen Park Housing Commission does not intend to allow any person who is financially responsible for the Lease to be delinquent in the payment of rent and/or other charges. Failure to pay rent and/or other charges when due, are grounds for termination of the Lease Agreement and/or eviction.

POLICY PROCEDURES

Rent:

1. All rents are due and payable on FIRST DAY OF EACH MONTH, as specified in your Lease Agreement. If the first day of the month falls on a Saturday, Sunday or legal holiday for the housing Commission, the rent will be due and payable, in full, on the next regular business day.
2. If your rent is not paid in full by the seventh (7th) day of each month, a charge of \$3.00 per day late for rent, not to exceed ½ monthly base rent, will be added to your account, which will be due and payable on the first of the following month.
3. On the seventh (7th) day of each month a 7 DAY NOTICE TO PAY THE FULL AMOUNT DUE OR VACATE THE PREMISES (Demand for Possession/Non-Payment of Rent) will be issued.
4. If you fail to pay the full amount of rent and late charges due within the 7 day period stated in the Notice the Housing Commission will proceed with the eviction in Court, seeking money damages for rent due, late charges, work order charges, etc. The Housing Commission may pursue a Judgment for eviction and money owed. The Housing Commission will also seek a Judgment requiring you to pay legal costs involved in the eviction proceedings.
5. Any and all personal property remaining in the rental unit after voluntary move-out or eviction shall be removed by the Housing Commission and you will be charged for the cost of removal.

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Other Charges:

1. All charges assessed to a Tenant for labor and materials as a result of damage to dwelling units or other Commission facilities, or requests from a Tenant for sales and services labor and materials, are due and payable in full Thirty (30) days from the date of the invoice.
2. If a check is not honored for payment by the bank, the Tenant will be charged with a check return fee of \$25.00. If this occurs, Commission management may refuse to accept a personal check and require the payment be made by money order or Cashier's Check.

ACKNOWLEDGED AND AGREED TO BY:

(Tenant)

(Date)

(Tenant)

(Date)

IHC Representative

(Date)